

MINUTES
City of Archdale
City Council
Annual Retreat
Training Room
Friday, February 25, 2022
Saturday, February 26, 2022

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Members Present: Mayor Lewis Dorsett, Mayor Pro Tem John Glass, Roger Blackwell, Robert (Trey) Gray, Lorie McCroskey, Larry Warlick, and Tim Williams.

Members Absent: None

Staff Present: Zeb Holden, City Manager; Lori Nurse, Finance Director (Virtual); Mark Barnhardt, Deputy Finance Director; David Jones, Interim Police Chief; Mike Andrews, Police Captain; Jason Miller, Planning Director; John Harrison, IT Director; Lloyd Wilson, Public Works Director, Brian Clodfelter, Parks & Recreation Director; Don Eddins, Building and Grounds Director; Rob Welborn, Human Resources Director; and Susan Swaim, City Clerk.

Others Present: Bert Lance-Stone.

Welcome

Mayor Dorsett welcomed everyone and stated that he appreciated everyone being here for the annual retreat. He asked if there were any changes to the agenda.

Councilman Blackwell made a motion to add a closed session on Saturday, February 26th pursuant to NCGS 143-318.11(a)(6) – to consider the qualifications, competence, performance, condition of appointment of a public officer or employee or prospective public officer or employee. The motion was seconded by Mayor Pro Tem Glass and was approved unanimously.

Mayor Dorsett turned the meeting over to Zeb Holden, City Manager. Manager Holden thanked everyone for coming today and outlined the agenda for the next two days. He shared that we will begin today with department heads presenting departmental updates along with CIP requests. Manager Holden suggested that Council adopt the CIP at the March Council meeting as a plan going forward. He stated that it does not financially obligate or require Council to follow through with the proposed plan.

FY22 CIP Update and Proposed FY23 Capital Improvements by Department

Manager Holden asked Department Heads to present and discuss items included in their proposed FY23 budget and 5-year CIP.

John Harrison, IT Director, discussed items included in his departments FY23 and 5-year CIP. He explained the need to upgrade the phone system throughout the City due to the system being no longer supported which in turn creates security concerns. Mr. Harrison proposed IT equipment upgrades for SAN virtual servers and switches which will be out of warranty in December 2022. He shared that new servers will provide additional security and will run faster. Mr. Harrison advised that IT staff is planning to reconfigure the primary and secondary firewalls for failover to multiple internet service providers to ensure continued connectivity should one provider fail. Mr. Harrison explained the importance of system maintenance and renewal of security software subscriptions to ensure all IT systems remain secure.

Don Eddins, Facilities & Grounds Director, discussed the proposed FY23 and 5-year CIP items listed for his department. He shared that equipment-wise, at this time his department is in great shape. Mr. Eddins further shared inventory issues experienced by equipment dealers and the need to purchase mowers when available. He mentioned that he has included the cost to replace an AC unit due to the age of units at certain facilities and also the cost to install a corridor sign when the location for the sign has been determined.

Interim Chief David Jones and Captain Mike Andrews, APD, discussed items included in the Police Departments proposed FY23 budget and 5-year CIP. They included items such as replacement of 3 patrol cars, replacement program for Motorola handheld radios, continuation of the body worn camera/in-car video program, e911 console/consolette upgrades due to required 911 updates at Randolph 911, IT upgrades (SAN virtual server and switches, Microsoft Windows licenses, UPS-battery backup system), K9 replacement (due to retirement), and costs associated with continuing facility maintenance repairs. Interim Chief Jones shared that interior lighting fixtures throughout the building are needing replacement and would like to replace those with energy efficient LED fixtures.

Interim Chief Jones discussed expenditures related to replace/upgrade CAD/RMS equipment anticipated for FY24/25. He further discussed the possibility of a satellite office located at the Senior Center. Manager Holden mentioned that plans to renovate the recreation center include a designated space for senior activities which will allow the current senior center to be used for a different purpose.

Jason Miller, Planning Director, discussed the proposed FY23 CIP items and 5-year CIP items listed for his department. He shared that his department is a little different from other departments in that most CIP expenditures are not tangible items but are centered around the recently adopted Comprehensive Plan. Mr. Miller discussed place making efforts as well as renaming the current Community Appearance Committee (CAC) with an expanded Livability Committee to include a more defined role within the community. He explained the need for plan submittal software to streamline the submittal and review process with developers as well as involvement with other departments. Mr. Miller shared that Vagn Hansen, Benchmark Planning, will be here after dinner to further discuss the Zoning Ordinance re-write process as well as provide an update on Plan Archdale.

Lloyd Wilson, Public Works Director, discussed items on the proposed FY23 and 5-year CIP listed for his department. Mr. Wilson stated that vehicle wise, his department is in good shape at this time. He explained the need for additional security cameras for the new equipment shelter as well as replacement of the NVR (out of storage and out of date) and replacement of several outdated cameras at 22 Old School Rd. Mr. Wilson stated that the current small equipment storage building is too small and is requesting a metal building for the storage of that equipment as well as fuel.

Manager Holden reviewed potential sidewalk projects and discussed funding opportunities for said projects. He discussed future NCDOT projects and how those may impact street repaving. Manager Holden further discussed street resurfacing/maintenance funding and progress.

Brian Clodfelter, Parks & Recreation Director, discussed proposed FY23 and 5-year CIP items listed for his department. Mr. Clodfelter reviewed items including boiler replacement, replacement of main HVAC system controls due to current controls being obsolete, as well as the recreation center expansion. He mentioned that the red barn used for storing maintenance equipment is in need of replacement and could be included as part of the building expansion. Mr. Clodfelter mentioned that the proposed budget includes the addition of an electronic sign at the Park entrance to provide program/event information to citizens. He further mentioned the need for additional security cameras throughout the park. Mr. Clodfelter shared information on three (3) new ball fields, a multi-purpose field, as well as fencing and lighting needs for those areas. He further shared potential PARTF grant application projects. He thanked Council for their support and confidence, and also thanked City department staff for their support.

Lloyd Wilson, Public Works Director, discussed items on the proposed FY23 and 5-year CIP listed for the Water/Sewer Fund. Mr. Wilson shared that he is projecting departmental vehicle replacement will not be needed until FY 24/25. He explained the need for a micro-excavator so that water/sewer/stormwater projects may be performed in small or tight areas with minimal property damage. Mr. Wilson discussed the need for City staff to have the ability to monitor Weant Rd. SCADA and not rely on the City of High Point for monitoring. Mr. Wilson shared information on anticipated sewer pump replacement, wet well rehab, and hard piping the portable bypass pump at Weant Rd. Manager Holden discussed information on potential water and sewer system expansions as well as costs associated with the Eastside sewer plant maintenance and expansion.

Mr. Wilson then discussed items on the proposed FY23 and 5-year CIP list for the Stormwater Fund. He shared that both the leaf and limb truck are in good shape at this time. Mr. Wilson further shared that the Toyota truck has over 100,000 miles and it is ready for replacement. Manager Holden stated that funds are included in the CIP to address small area stormwater issues when they arise. Mr. Wilson expressed his appreciation for Council's continued support of his department and staff.

Zoning Ordinance Re-Write/Plan Archdale – Vagn Hansen, Benchmark Planning.

Manager Holden shared that Mr. Hansen along with staff is in the midst of re-writing the Zoning Ordinance which will require procedural changes in how certain zoning items will be approved and adopted.

Vagn Hansen updated Council on the process of re-writing the Zoning Ordinance. He discussed potential zoning districts and permitted uses. Mr. Hansen further discussed potential responsibilities of the Planning & Zoning Board, Board of Adjustment, and City Council. Mr. Hansen shared information regarding Special Use Permits and how this policy re-write may/could change the current procedure when considering those permits.

After much discussion, it was determined due to time constraints that an additional meeting with Mr. Hansen was in order which will be scheduled for a later date.

Manager Holden discussed the progress being made with Plan Archdale action items such as re-writing the Zoning Ordinance, review of Construction and Development Guidelines, development of a Minimum Commercial Code, and planned installation of LED streetlighting on Main Street to name a few. He shared additional action items being accomplished such as installation of various art projects throughout the City, continuation of increasing, maintaining, and improving the greenway, and acquisition of properties for future growth. Manager Holden inquired as to the next items Council would like to see accomplished as outlined in Plan Archdale.

Mayor Dorsett mentioned that he would like to see a visual distinction between S. High Point and Archdale. Manager Holden shared that an engineering study of that area is being conducted to determine what can be done to accomplish that distinction as well as what it may cost to complete that vision. Vagn Hansen stated that this may be accomplished in phases with the possibility of partial funding through grants and shared costs with future development.

Councilwoman McCroskey mentioned that current/completed projects associated with Plan Archdale should be showcased so that residents are aware that projects developed with public input, are being accomplished.

Saturday, February 26, 2022

Members Present: Mayor Lewis Dorsett, Mayor Pro Tem John Glass, Roger Blackwell, Robert (Trey) Gray, Lorie McCroskey, Larry Warlick, and Tim Williams.

Members Absent: None

Staff Present: Zeb Holden, City Manager; Lori Nurse, Finance Director; Mark Barnhardt, Deputy Finance Director (Virtual); Rob Welborn, Human Resources Director, and Susan Swaim, City Clerk.

Others Present: Bert Lance-Stone.

Welcome

Mayor Dorsett welcomed everyone back for the second session of the retreat and stated that he appreciated everyone being here today. Mayor Dorsett then turned the

meeting over to Manager Holden. He thanked everyone for coming this morning and for their attendance yesterday.

PTRWA Plant Update

Manager Holden introduced Greg Flory, PTRWA Executive Director. Mr. Flory provided Council with an overview of water plant operations as well as current and projected capital improvement projects.

He shared information regarding the future expansion and financial responsibility of PTRWA members. Mr. Flory further shared that an estimated date for beginning plant expansion is 2024 with a two-year time frame for completion. He advised that initial cost projections for the expansion are between \$40 and \$50 million dollars. Mr. Flory further advised that factors driving the costs are supply chain issues, the current economic situation, and significant demands within the industry. He mentioned that what is known as emergent contaminants, determined to be in the raw water, possibly have EPA regulatory limits within the next year. Mr. Flory reported that the current treatment process will not remove those contaminants, therefore, it is likely that issue will be addressed in conjunction with the plant expansion. He further reported that the costs for treatment of those contaminants may increase the costs another \$55 million dollars.

Mr. Flory discussed potential costs and options for members should any member choose not to participate in the expansion. He shared at this time the maximum capacity of treated water is 14.7 million gallons per day. Mr. Flory further shared that the plant is currently running at approximately 12 – 13 million gallons per day.

He shared information regarding his understanding of potential water service as it relates to the future Toyota plant as well as other potential economic development projects within Randolph County. Discussion was had regarding current water allocations of neighboring PTRWA members and their possible participation in future economic development projects.

Manager Holden mentioned that in his opinion, Archdale has had disproportionate discolored water incidents over the last few years. Mr. Flory discussed that additional treatment options for this issue will be explored during the expansion. He shared the best strategy is to flush the entire system on an annual basis. Mr. Flory discussed the advantages to directional flushing although it is labor intensive to do so. Manager Holden discussed the importance of having the water asset inventory assessment completed so that all components of the system may be located and identified when developing a plan.

Discussion was had regarding the possibility of an additional water tank in Archdale, additional water customers due to economic expansion, and Archdale's current and future allocation. Mr. Flory shared that water rates will increase 3.5% this year which will bring the rate to \$1.1677/1000 gallons. He further shared that the cost of chemicals has increased 20-40% and are continuing to increase every quarter.

Council thanked Mr. Flory for his report and the information he shared regarding PTRWA.

Utility Billing – What we do, and why we do it that way

Manager Holden and Lori Nurse, Finance Director, provided Council with an overview of utility customer service policies. They explained that statutes govern local government utility enterprises therefore the City must apply the policy/rules across the board and do not have the luxury of making special payment arrangements with customers as do privately owned companies. They outlined requirements for opening a residential or commercial account, deposit requirements, billing dates, and fees. They shared information on meter usage reports, delinquent accounts, cut-off procedures, billing errors, courtesy calls, as well as leak and sewer adjustments.

Ms. Nurse shared that current utility policies are being reviewed and any changes to those policies will be presented to Council for their approval. She further shared that on-line fillable utility application forms are being developed and will be available in the near future once security features are confirmed. Ms. Nurse explained payment and automatic draft procedures and updated Council on the payment plan offered to customers during COVID-19.

Ms. Nurse discussed fees associated with phone payments and credit card processing. She further discussed customer issues when payments mailed through the postal system do not arrive before the due date.

American Rescue Plan Funding – Planning to maximize the long-range impact for our community.

Manager Holden provided Council with information regarding the ARP Act and shared that Archdale was allocated \$3.66 million dollars to help the City recover from issues associated with COVID-19. He discussed the limitations placed on what types of projects qualify for expenditures as well as the tedious accounting required for documenting and reporting those expenditures.

Manager Holden shared that final guidance from the US Treasury was issued last week. He further shared that the first \$10 million dollars may be treated as revenue replacement which allows for flexibility on how the monies may be spent. Manager Holden reported that the monies must be obligated by December 2024 with having fully expended the monies by December 2026. He expressed his concern with having water/sewer projects planned and completed by those dates due to the limited number of professionals that will be available to engineer, construct, and complete the projects.

Manager Holden and Ms. Nurse discussed the possibility of expending the ARP funds for law enforcement payroll and benefits which is allowable under the guidance. Ms. Nurse shared that by doing this, it would allow the ARP funds to be transferred into the General Fund for LEO salaries, then transferred into the Water/Sewer Capital Fund for use on projects without being subjected to the time restrictions imposed for project completion by the US Treasury.

Ms. Nurse shared that several policies must be adopted prior to administering ARP funds and once developed, those policies will be presented to Council for approval. Manager Holden and Ms. Nurse provided an overview of revenue, expenditures, and fund balances.

Employee Pay Plan Review

Manager Holden shared his concerns related to employee retention and recruiting. He mentioned that area businesses/employers are paying their employees higher salaries which is creating incredible competition for recruiting/retaining employees. Manager Holden discussed recent employee departures and the issue the City is facing in retaining current employees. He further discussed the costs associated with employee turnover especially costs involved with training and certifications. Manager Holden shared information on neighboring municipal employers and their efforts to recruit and retain employees which include raising employee pay ranges, increasing hourly pay, and paying employee bonuses. He expressed the need to be creative to ensure that the City retains its current employees.

Manager Holden asked Council for their ideas on possible means to address this issue. Council discussed ideas and concerns associated with current and future salary ranges, salary compression, increasing the minimum hourly pay, providing an employee premium payment, and the possibility of offering a hiring incentive. Manager Holden indicated that he has three goals: retain staff, be competitive when recruiting staff, and move towards \$15/hr. minimum hourly pay.

After further discussion, Council asked that staff research the possible values of a premium payment for current employees and possible hiring incentive using salary savings of vacant budgeted positions and agreed to meet again possibly next week to discuss. Council recognized the need to adjust pay ranges and asked staff to identify options for discussion during upcoming budget meetings.

Closed Session

Councilman Blackwell made a motion to go into closed session pursuant to NCGS 143-318.11 (a)(6) to consider the qualifications, competence, performance, condition of appointment of a public officer or employee or prospective public officer or employee. The motion was seconded by Councilman Williams and was approved unanimously.

Councilman Warlick made a motion to return to open session. The motion was seconded by Mayor Pro Tem Glass and was approved unanimously.

Mayor Dorsett stated that no action was taken.

Food Truck Regulations

Mayor Dorsett reminded Council that approval of a food truck policy will be a continued item on the March 22nd meeting agenda. Manager Holden mentioned that staff developed the proposed policy but can be rewritten using Council's directive. Councilman Gray stated that he is not in favor of allowing food trucks to operate in Archdale. Councilwoman McCroskey shared that she is most concerned about the existing food truck located on Main Street (near Wells Fargo) due to the close proximity to the road. Councilman Gray mentioned that the food truck referred to by Councilwoman McCroskey has become a permanent fixture and is never moved.

Further discussion was had regarding set-back requirements from roadways, driveways, and property lines, storage of food trucks, as well as the number of days per month and hours per day a food truck may conduct sales in Archdale.

Manager Holden stated that Planning staff will revise the policy to incorporate the directives discussed by Council.

Additional Items – Closing Comments

Manager Holden stated that he would like Council to consider formally adopting the presented CIP document. He further stated that by doing so, it does not commit Council to any financial obligation, but does outline Council's vision which helps when applying for grants. Councilman Warlick stated in his opinion it is a plan with good continuity.

Manager Holden reviewed a potential development project with Council.

Manager Holden shared that he appreciated the time Council has spent reviewing and discussing items on this year's retreat agenda.

Mayor Dorsett shared that he appreciated Council's help and support and that it is an exciting time in Archdale and Randolph County.

With no further discussion, Mayor Dorsett adjourned the 2022 City Council retreat.

ATTEST:

Lewis W. Dorsett, Mayor

Susan T. Swaim, City Clerk